Agency Set-up for Private & Self-Pay Clients

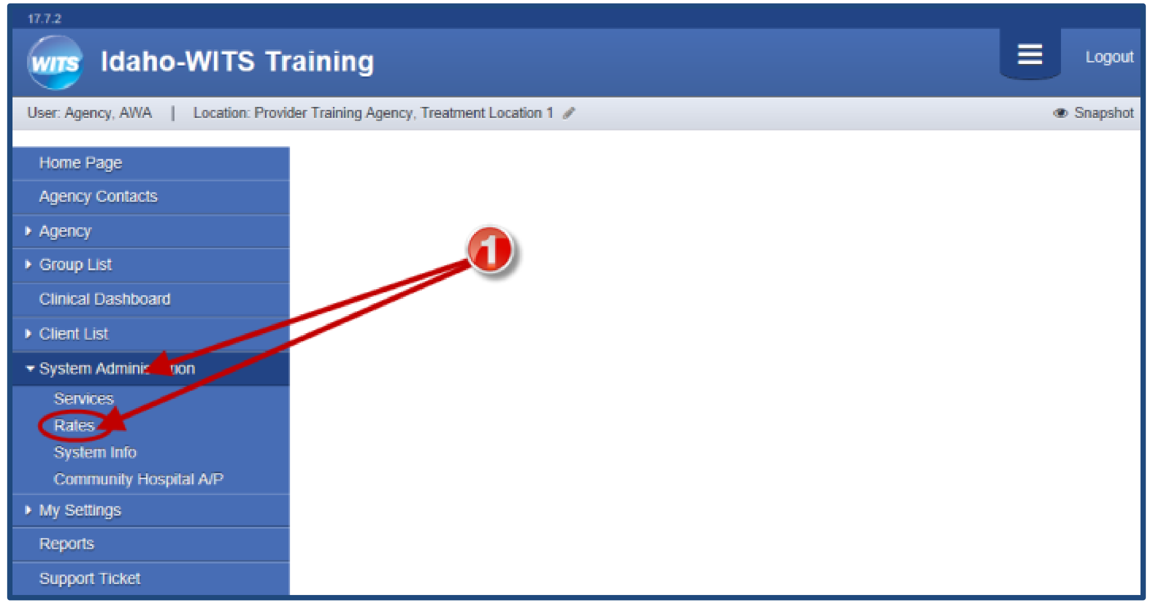
In order to use WITS for private or self-pay billing, the rate for the service provided must be added to WITS. Only Agency WITS Administrators (AWAs) have the ability to enter rates for an agency.

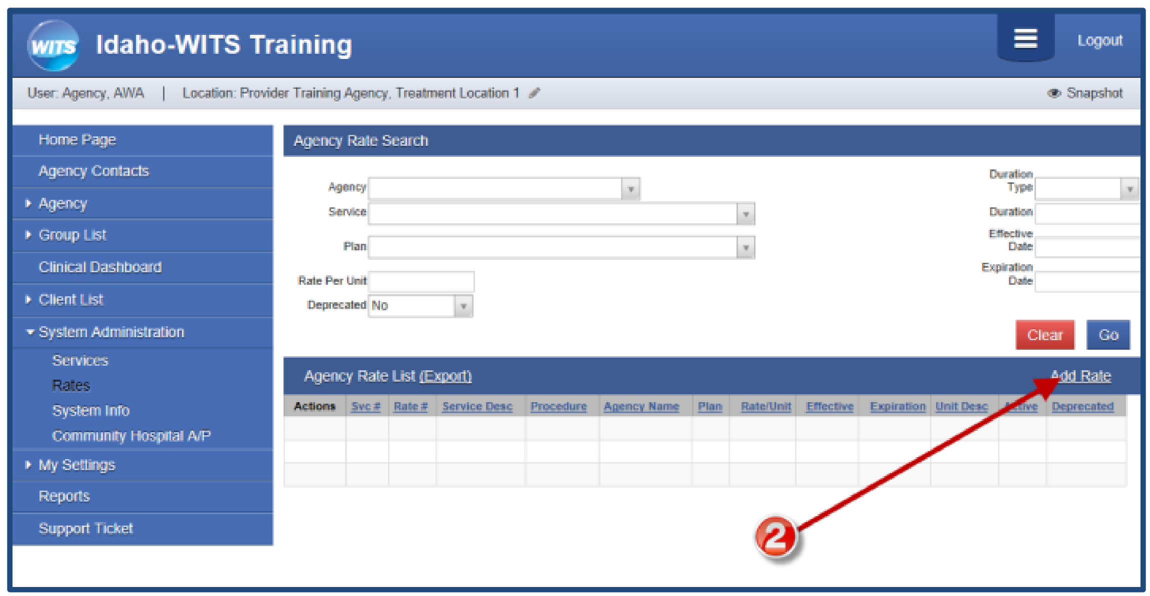
Locate Rates

1. **Getting here:** Login, select the **Facility**, select **System Administration** and **Rates** on the Navigation Pane (left menu) to generate the Agency Rate Search.

2. Click **Add Rate**.

NOTE: Before adding a new Rate, always search for an existing Rate.





Complete the Agency Rate Profile

1. Enter **Rate Per Unit**. Select the **Service**.

NOTE: If the service does not appear in the Service drop-down box, please contact the WITS Help Desk.

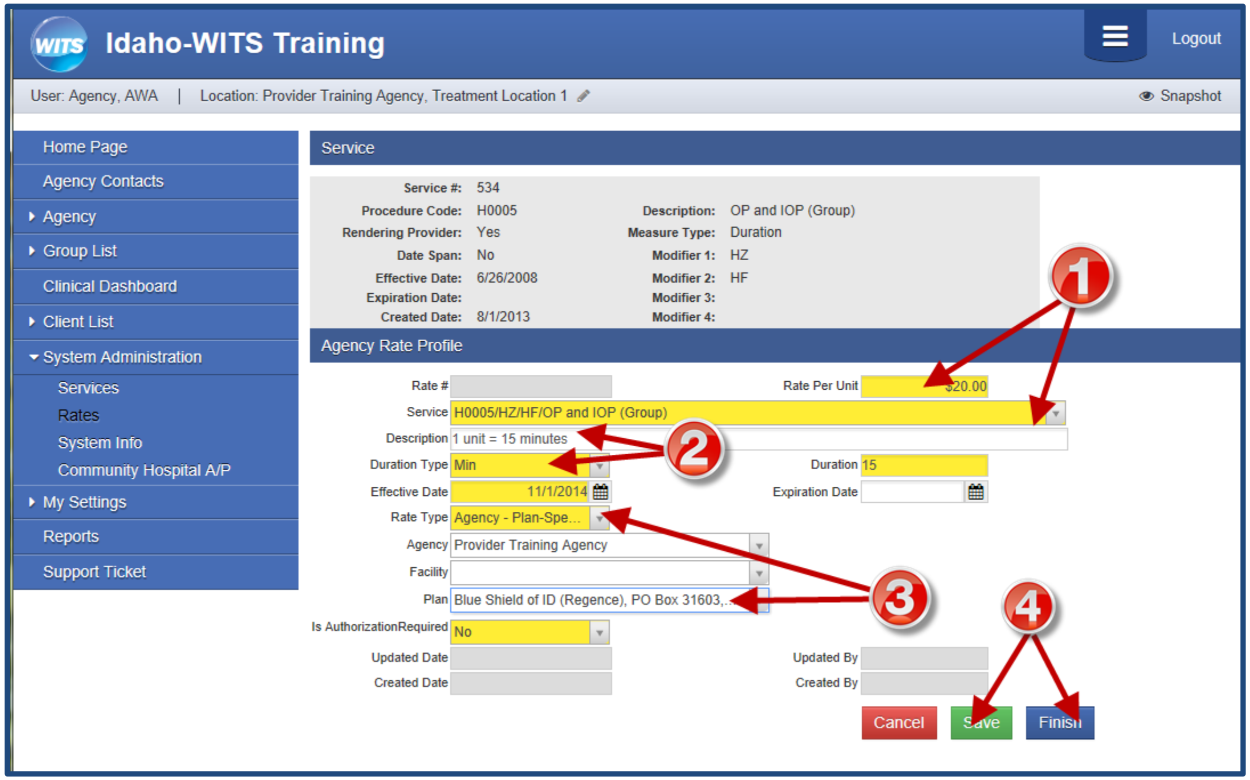
2. Enter **Description** to identify rate of measurement and **Effective Date**.

NOTE: Once a Rate is used on an Encounter Note, NEVER CHANGE THE RATE.

To change a rate, always expire the old rate by adding an Expiration Date and then create a new rate for the same service (with an Effective Date that starts the day after the Expiration Date of the old rate).

3. Select the Rate Type of **Agency- Plan Specific**. Select the **Plan**.

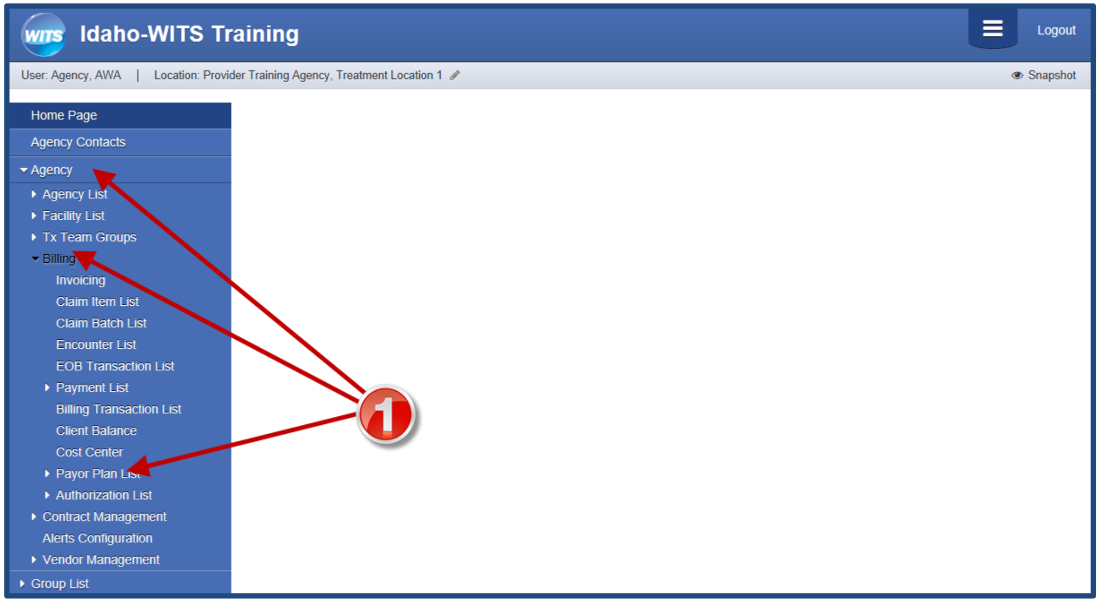
4. Click **Save** and **Finish**.

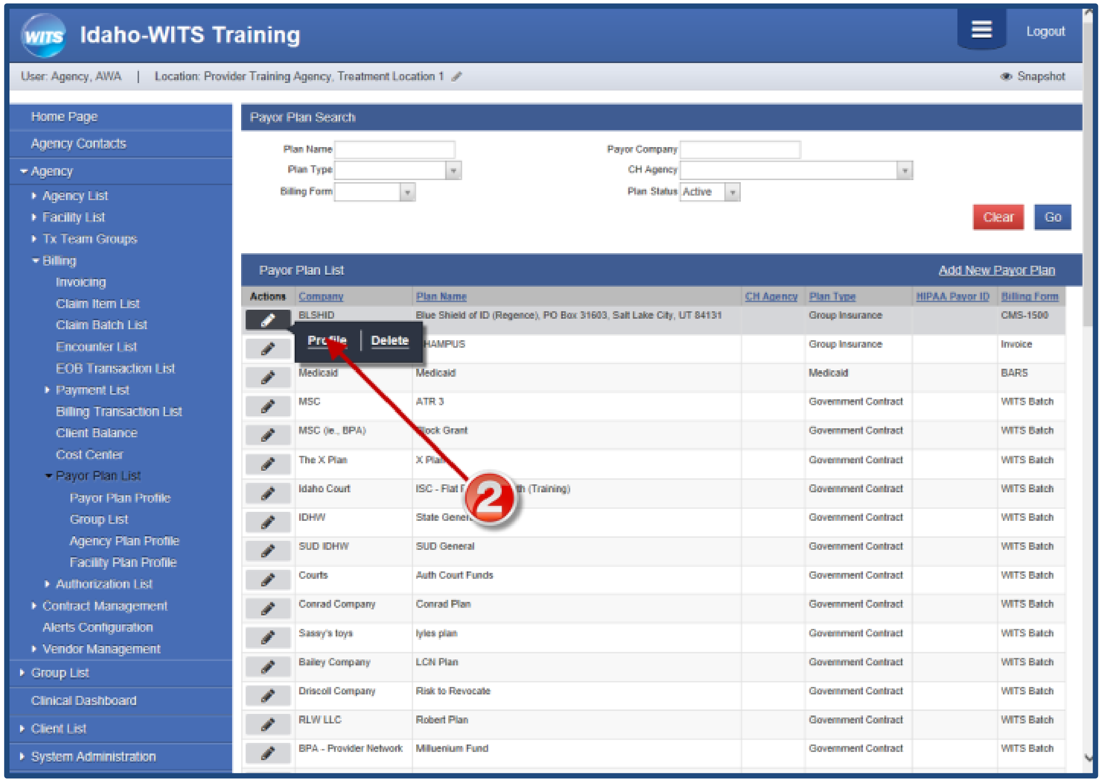


Enter National Provider ID and Federal Tax ID on each Payor Plan

1. **Getting here:** Login, select **Agency,** select **Billing**, and select **Payor Plan List** on the Navigation Pane (left menu) to generate the Payor Plan Search. Locate the Payor Plan(s) to be billed.

2. Click **Profile**.





3. Click **<u>Agency Plan Profile</u>** on the Navigation Pane.

4. Enter the **<u>Agency National Provider ID</u>** as the Agency Primary Provider #. Select the Primary Provider # Type of **<u>National Provider ID</u>**.

5. Enter the **<u>Federal Tax ID</u>** as the Agency Secondary Provider #. Select the Secondary Provider # Type of **<u>Employer's Identification Number</u>**.

6. Click **<u>Save</u>** and **<u>Finish</u>**.

NOTE: This process must be completed for every Payer Plan that the Agency will be billing.